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## REVAMPED TERM CONTRACT WEB PAGE

The State Procurement Bureau's Term Contract web page has a new look! Found at <http://gsd.mt.gov/apps/TermContracts/default.aspx>, this web page has several new features:

- ▶ A Contracts Detail page for each term contract
- ▶ A function to allow searches by a key word, phrase, or number in the term contract title or number
- ▶ A specific home page for all Environmental Services, Photocopiers, and Office Furniture term contracts, designed to make the information for each of these contracts easier to obtain.

### Choose a Contract from the list below:

(Select Contract Title for details, Contract # for Contract document)

Contract Title	Contract #	Start Date	End Date
<a href="#">McAfee Active Virus Scan Suite &amp; Gold Plus Support</a>	<a href="#">ITSD_Contract</a>	4/1/2006	3/31/2008
<a href="#">Mercury Containing Lamp Recycling Service</a>	<a href="#">SPB05-954D</a>	7/1/2007	6/30/2008
<a href="#">Metered Mailing &amp; Equipment/WSCA</a>	<a href="#">EPS050076-A2-1</a>	11/8/2005	11/8/2007
<a href="#">Microfilm Equipment and Supplies</a>	<a href="#">SPB-01-025D</a>	1/1/2007	12/31/2007
<a href="#">Microsoft Reseller Services</a>	<a href="#">SPB07-1408F</a>	10/1/2006	9/30/2009
<a href="#">Montana Wetlands Legacy Project</a>	<a href="#">WebLink</a>	7/1/2007	6/30/2008
<a href="#">Oil &amp; Grease, Motor</a>	<a href="#">SPB06-1140R</a>	7/1/2007	6/30/2008

We invite you to take a look! Since our goal is to provide the term contract information to you, the state agencies, as efficiently as possible, any suggestions are appreciated!

Updates on specific term contracts are found in another article.

### SPB Staff Addition

There's a new face and voice to greet you when you visit or call the State Procurement Bureau. In mid-August, we welcomed our new Contracts Assistant **Matthew Nelson**. Matt brings great enthusiasm and a cheery demeanor to his new position. He is rapidly learning the ins and outs of his new position and we expect he'll be a great asset to the Bureau.



*You can do anything if  
you have enthusiasm.  
Enthusiasm is the yeast  
that makes your hopes  
rise to the stars.  
With it, there is  
accomplishment.  
Without it there are  
only alibis.*

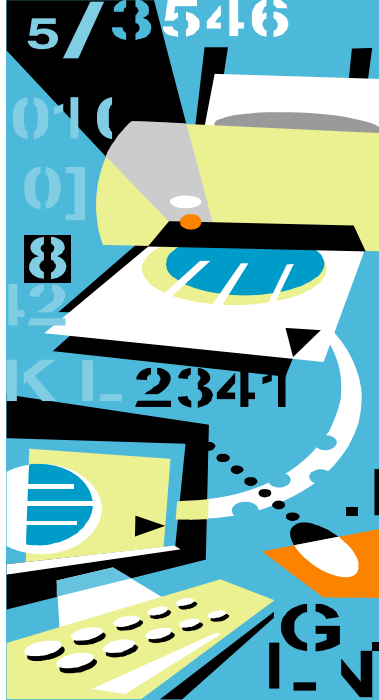
~Henry Ford

## Print & Mail Services New Data Print Center

In early September, the Information Technology Services Division (ITSD) and Print & Mail Services joined efforts for printing agency data from the main frame. The high-speed printers formerly located in the basement of the Mitchell Building are now housed at Print & Mail Services.

For the current biennium, ITSD will continue to bill for printing costs. The process for file transfers and testing will remain the same. The only change is the physical location: Warrant printing has been moved to the Accounting Bureau in the Mitchell Building.

Print & Mail Services will be able to deliver print projects directly to agencies from lock boxes when



requested through our messenger delivery service.

The lock boxes are now located on the first floor of the Old Liquor Warehouse at 920 Front Street. New locks and keys have been installed and are available to box holders.

We are excited to have the new print option for the State. For more information on the relocation of printing, check out our web site at <http://gsd.mt.gov/agency/printmail/services.asp> Questions & Answers. Jeanette Prevel, the IT Supervisor for the Data Print Center, can assist you with any additional questions you may have (444-3129).



**FALL TRAINING SCHEDULE** Our ace trainer, Penny Moon, will be conducting the following training sessions this Fall. These classes, held in Helena, are essential for anyone involved in purchasing goods and services for a state agency. Penny will lead you through the basics, advanced methods and issues, and the entire Request for Proposal process. Each class costs just \$35. For registration information, visit the [Professional Development Center web page](#). Or if you have specific questions about the class, contact Penny at 444-3313 or [pmoon@mt.gov](mailto:pmoon@mt.gov).

### Basic Purchasing Methods and Issues

October 18 ♦ 8:30 a.m. to 4:30 p.m.

Procuring equipment and services for your agency can be a harrowing experience if you don't have the right tools. This session covers procurement ethics, resources, levels of authority, and delegation. It also covers the procurement tools used for small purchases, limited solicitation, sole source, and sole brand.

### Advanced Purchasing Methods and Issues

November 1 ♦ 8:30 a.m. - 4:30 p.m.

This session covers building, writing, opening, and awarding Request for Proposals, Invitation for Bids, and Requests for Information. It also focuses on advanced procurement issues such as leasing vs. buying, public access, protests, grants, and ethics.

### Initiating and Navigating the Requests for Proposals Process

November 8 ♦ 8:30 a.m. - 4:30 p.m.

This seminar is intended for anyone with actual or potential responsibility for developing, soliciting, and evaluating Request for Proposals (RFPs). When to use the RFP process, how to establish proposal requirements, criteria, evaluation committees, proposal conferences, negotiations, and proposal awards and monitoring will all be addressed. In addition, 5.5 CLE credits are available for completion of this class.

# Term Contract Updates

## Tires, Tubes & Services

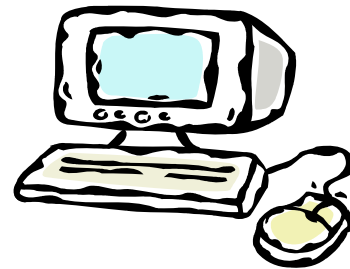
Montana will soon be participating in a nonexclusive Western States Contracting Alliance (WSCA) term contract established for Tires, Tubes & Services. The contract includes Michelin (including Uniroyal and BF Goodrich), Bridgestone/Firestone, and Goodyear. Prices for tires and tubes will be based on list price and a predetermined discount. Services are charged at a set price based on the type of vehicle. For further information, contact Rhonda Grandy at 444-3320 or [rhgrandy@mt.gov](mailto:rhgrandy@mt.gov). When the contract is finalized, it will be posted to SPB's [Term Contract web site](#).

## Small Package Delivery Service

Effective August 28, 2007, Utah as WSCA's lead state, renewed the master pricing agreements for small package delivery services with both FedEx and DHL for another year. SPB has amended its term contracts with both contractors to match the renewal periods of the WSCA master agreement.

## Personal Computers

The WSCA lead state, Minnesota, and SPB also renewed all contracts for personal computer (PC) purchases effective August 30, 2007, for an additional two years. This is the final renewal for all the PC contracts. The WSCA PC committee—on which Montana is represented—has begun drafting a new RFP to be issued in the fall of 2008 with an anticipated award date in mid-summer 2009.



Both the Small Package and PC contracts can be found at SPB's [Term Contract web site](#). Feel free to contact Bob Oliver at 444-0110 or [roliver@mt.gov](mailto:roliver@mt.gov) regarding any questions you may have regarding either of these term contracts.

## ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ REMINDERS ⇐ ⇐ ⇐ ⇐ ⇐ ⇐ ⇐ ⇐

### Vendor Registration.

When speaking with vendors or potential vendors, please encourage them to register at the [One-Stop Vendor Information](#) web site. There are still numerous vendors registered under the old system that haven't made the switch to our new system. As we move closer to electronic notification of bids and proposals, we want to be sure to include all those vendors who may be able to provide services and supplies for the State. *Also, please be aware that the "old" vendor list will soon be deactivated and will no longer be available.*

### Current Templates.

When you begin a new IFB or RFP, please be sure to start with the current templates found on the [General Services web page](#). We've noticed that not everyone is remembering to do this, and it can slow down the process of having your solicitation issued.

### SPB Purchasing E-Mail List.

If you want to receive notices regarding purchasing issues and would like your name added to the Purchasing E-Mail List, please send an email to Gretchen Bingman at [gbingman@mt.gov](mailto:gbingman@mt.gov).

### Contract Performance.

A critical element in contracting for services and supplies is tracking contract performance—both good and bad. When it's time to renew a contract, you must provide justification for why the renewal is in the best interest of the State ([18-4-313, MCA](#)). Likewise, if there are problems with a contractor, you must attend to the problem and document how the problem was addressed and resolved.

It is to your advantage—and other state agencies'—to keep good records. And it makes your job easier in the long run.

## BSPPA Annual Meeting



Big Sky Public Procurement Association

The Big Sky Public Procurement Association will hold its Annual Meeting at the Heritage Inn in Great Falls from October 9 through 11. This year's theme is

### **Procurement – A Part of the Solution.**

For details, visit the [BSPPA web page](#) or contact Rob Rung at 444-6756 or [rrung@mt.gov](mailto:rrung@mt.gov).

### **Administrative Rules Changes**

The State Procurement Bureau recently published notice of proposed administrative rule changes. Notice of the proposed changes was sent to all persons on the SPB Purchasing E-Mail List. A hearing was held September 12 and comments were accepted through September 21. The revisions were primarily based on recent legislative changes and a legally required review of rules.

An adoption notice will be published in October. Notices regarding [GSD administrative rule changes](#) can be found on the Department of Administration's web page.

### **Delegation Agreements**

New 2007-2009 Agency Delegation Agreements have been sent to agency personnel for review and signatures. The major change to these agreements is additional agency authority for Information Technology purchases (see section 11.2). The Department of Administration believes provision of this increased authority will yield a more efficient process for the purchase of IT resources. Any questions can be directed to either Brad Sanders at 444-1459 or Kyle Hilmer, ITSD, at 444-5476.



## **CUSTODIAL CONTRACT/RECYCLING POSITION ADVERTISED**

The General Services Division is currently advertising a [Program Specialist](#) position. The primary duties of this job are contract administration for janitorial contracts for all Capitol complex buildings. In addition, the person hired will be responsible for promoting, maintaining, and coordinating the Recycling Program for state agencies in the Helena area. The vacancy announcement may be accessed by clicking on the link above. Deadline for application is Tuesday, October 9, 2007, at 5 p.m.



### **Suggestions**

If you have suggestions regarding any aspect of the state procurement process, I welcome your comments. Also, please consider topics you would like discussed at the Purchasing Users Group (PUG) meetings—whether formal training or a group conversation. You can send these to me via e-mail ([bsanders@mt.gov](mailto:bsanders@mt.gov)), or give me a call at 444-1459.